



## MASSACHUSETTS COMMISSION ON LGBTQ YOUTH AMERICORPS MASSACHUSETTS PROMISE FELLOW/ SAFE SCHOOLS FELLOW

AmeriCorps Massachusetts Promise Fellows deliver the resources young people need to be successful in life by creating, managing, and leading meaningful out-of-school time programs for youth in grades 4-12. Fellow projects focus on mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

**The Massachusetts Promise Fellowship** achieves this by placing AmeriCorps Fellows with non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

### SERVICE DESCRIPTION

**The Massachusetts Commission on Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Youth** is established by law as an independent agency of the Commonwealth to recommend and advocate to all branches of state government effective policies, programs, and resources for LGBTQ youth to thrive. As part of its mission, the Commission partners with the Massachusetts Department of Elementary and Secondary Education (ESE) to jointly administer the Safe Schools Program for LGBTQ Students, which provides technical assistance on school climate and LGBTQ issues to schools and houses the Massachusetts GSA Network. Through the Network, students meet in state and regional councils to develop leadership skills and create change in their own schools and communities. The Fellow will support the GSA Network by managing youth-led planning for the annual GSA Leadership Summit, coordinating State and Regional Council meetings, and building capacity for school climate change. This year, the Fellow will take primary responsibility for working with a core group of Boston GSA student leaders to strengthen the Boston Regional Council. The Fellow will be a critical voice in directing Network activities and providing logistical support for Safe Schools Program staff.

### ESSENTIAL RESPONSIBILITIES

- Work with students and adult advisors in the coordination and facilitation of bimonthly meetings for five regional leadership councils and bimonthly state council meetings
- Assist in the planning and facilitation of a three-day leadership summit for 50+ youth across the state
- Convene regular meetings of youth leaders from Boston to strengthen the Boston Regional Council
- Complete a needs assessment with Boston youth to ensure comprehensive programming and in-school support
- Provide technical assistance to youth attempting to build successful communication platforms
- Assist in maintaining the GSA Network database and communications within the Network
- Collaborate with ESE staff and community partners

### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 212 CP ♦ Boston, MA 02115  
masspromisefellows@neu.edu ♦ [www.masspromisefellows.org](http://www.masspromisefellows.org)

- Represent the Commission at community events and conferences and coordinate student presence at community events such as Youth Pride
- Provide feedback to the Safe Schools Program Director on schools with high needs
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth

### QUALIFICATIONS

- Excellent organizational and communication skills
- The ability to work independently and as part of a team
- An interest in and commitment to national and community service
- The desire to work with diverse constituencies
- Ability to handle multiple tasks simultaneously
- Ability to see the big picture without losing sight of the details
- Strong critical thinking and problem solving skills
- Professional, mature, and self-driven
- Willingness to occasionally work weekends or flexible hours
- High school diploma or GED equivalent
- 17 years of age or older
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to comply with a criminal background check and FBI fingerprint check

### BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$14,000/year ♦ Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year ♦ Loan forbearance and a \$5,645 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare options\*

*\*Healthcare coverage will be available, either by direct provider or through a reimbursement process for coverage obtained on the state exchange. In addition to reimbursement, assistance in navigating the state exchange will be provided. More information is available upon request.*

### CONTACT INFORMATION

**Apply ASAP!** Applicants are hired on a rolling basis.

Visit <https://www.surveymonkey.com/s/mpfgeneralapplication> to fill out a general application and send a letter of interest, resume and contact info for three references **ASAP and before May 12<sup>th</sup>, 2014** preferably electronically to:

Jason Wheeler c/o Hannah Hussey  
Massachusetts Commission on LGBTQ Youth  
250 Washington St., 4<sup>th</sup> Floor  
Boston, MA 02108  
Phone: 617-633-3292  
Email: [wheeler.j@me.com](mailto:wheeler.j@me.com)

### MORE INFO

- Interviews will take place during April and May of 2014
- Hiring decisions will be made on or before June 30<sup>th</sup>, 2014
- Program start date is August 5<sup>th</sup>, 2014
- **Visit** [www.masspromisefellows.org](http://www.masspromisefellows.org) **for detailed program information**

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The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

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